

Bulletin Number	15319BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Chief Information Office
Position Title	Sr. IT Consultant, CIO (ASSISTANT CHIEF INFORMATION SECURITY OFFICER)
Exam Number	R2564D
Filing Type	Standard
Filing Start Date	12-Feb-2013
Filing End Date	05-Mar-2013
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	8915.76
Salary Maximum	13494.72
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Benefits Information	Non-Represented Employees <ul style="list-style-type: none"> • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	<p>This position assists the Chief Information Security Officer (CISO) in all aspects of information security and privacy for the County of Los Angeles, which includes leading, directing, and supporting aspects of the Countywide Information Security Program. Program support includes but are not limited to responsibility for formulating and promulgating Board of Supervisors' policy for, and developing, managing; integrating Countywide information security and privacy related programs designed to protect all County information technology (IT) systems and data; and maintaining the County's Information Security Strategic Plan</p> <p>Assistant CISO is the functional position that is allocable by the Sr. IT Consultant, CIO. Classes are found only in the Chief Information Office and work under the direction of CISO.</p> <p>Incumbents must have a high level of analytical skill, excellent written and verbal communication skills, the ability to listen perceptibly and ask pertinent questions, the ability to develop and make technical presentations, the ability to grasp the inter-</p>

workings of a technical system, write and understand technical business requirements (RFPs), conduct technical research including best practice, and perform as an effective and convincing negotiator. Incumbents must also have an understanding of County-wide Information Technology issues and the relation of systems with information between County departments and between the County and the State.

The Senior IT Consultant, CIO is distinguished from other Information Technology positions by their consultant role of advising line Information Technology departments. They are distinguished from the lower level position of Information Technology Consultant, CIO by assuming both the role of technical advisor and Information Technology business analyst consultant rather than one of those roles. Assignments are made on the basis of a combination of the type of department, strategic and business financial and technical advisory capabilities. Assignments are comprised of a combination of financial analysis, business analysis, information systems technical consultations, project management and other special project responsibilities.

Essential Job Functions

Acts as a hardware, software and Information Technology strategic planning consultant to departmental project teams and user management in a highly specialized field of information technology. Acts as project manager for large, complex and sensitive Information Technology projects. Manages all aspects of information privacy for the County and oversees compliance with County privacy policies and procedures. Manages highly technical special projects, such as manage a line department's information technology operation in the long term absence of a manager, and chairs County-wide Information Technology meetings to develop policy/standards. Recommends and writes County-wide policy and standards concerning hardware, software, and the infrastructure and encourages recommended standards. Reviews all assigned department's contracts for capital equipment and consultant services and provides advice as to County-wide consistent standards, best practices, best business sense which is consistent with the departments' information technology strategic plans, IT budgets adherence to the department's business plan. Develops comprehensive information technology business criteria and concepts to assist departments in developing long-range technical business plans. Provides consultation in planning and developing management concepts, objectives, policies, projects, and systems to accomplish the goals of the enterprise. Monitors efficiency and effectiveness, makes recommendations for problem solution, and implements approved recommendations. Advises high level line departmental management on technical and IT financial considerations and may implement approved recommendations. Determines project feasibility and reviews proposed Request for Proposals (RFPs), Request for Quotations (RFQs), Requests for Information (RFI), etc. for outside vendor purchases and

advises departments as to County-wide consistency, best prices, and feasibility. Reviews proposed systems design to ensure that design criteria are compatible with long-range development plans. Evaluates major technology purchases (hardware, software, telecommunications, etc.) to determine their effect on existing environment and their compatibility with the future strategic direction of the enterprise and the County as a whole.

Requirements

SELECTION REQUIREMENTS

Option I: A Bachelor's Degree from an accredited* college or university in Computer Science or a closely related field ** AND three years of experience within the last five years managing or assisting in the management of a formalized and established departmental information security program*** in areas such as budget, personnel, fiscal, and other administrative functions at the level of Departmental Information Security Officer II****, Information Technology Consultant, CIO*****; Information Technology Specialist, ISD*****; or Information Technology Specialist I*****. One additional year of experience may be substituted for each year of college.

Option II: A Bachelor's Degree from an accredited* college or university in Business Administration or Public Administration with 12 semester or 18 quarter technology-related units in information security AND three years of experience within the last five years managing or assisting in the management of a formalized and established departmental information security program*** in areas such as budget, personnel, fiscal, and other administrative functions at the level of Departmental Information Security Officer II****, Information Technology Consultant, CIO*****; Information Technology Specialist, ISD*****; or Information Technology Specialist I*****. One additional year of experience may be substituted for each year of college.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

Knowledge of Information Technology
Project Management Skills
Interpersonal communication skills.
Financial Management Skills
Ability to functionally lead professional, technical, and/or administrative staff

Credit will be given to applicants who possess DESIRABLE qualifications.

Special Requirement Information

** Closely related fields include Computer Engineering; Computer Information Systems; Computer Science and Engineering; Electrical Engineering and Computer Science; Information Security; Information Security Assurance, Information Systems; Information Systems Security; Management Information Systems; and Mathematics with Computer Science. Any degree that is not specifically listed will be reviewed by an IT information security subject matter expert(s) to determine whether the degree qualifies.

*** Managing or assisting in the management of a formalized and established departmental information security program is defined as having responsibility at the department or major organizational unit level for providing comprehensive IT security services including analysis, design, acquisition and/or development, implementation, maintenance, or support of information systems. The work performed is in direct relationship to the IT security policies, standards, and requirements; and IT security initiatives of the department or major organizational unit.

**** The Departmental Information Security Officer II is responsible for the development, delivery and administration of information technology (IT) security standards, best practices, architecture and systems in a large to very large County department with highly complex and extensive IT security requirements, to ensure the protection and confidentiality of data and other information assets across the departmental enterprise.

*****The Information Technology Consultant, CIO acts primarily as either Information Technology technical or business analyst consultant to the Chief Information Officer and Information Systems division managers in County Departments.

*****The Information Technology Specialist ISD acts as a consultant in a technical and specialized field of information technology.

*****The Information Technology Specialist I acts as a consultant, technical expert, systems architect, or a project manager in a departmental Information Technology organization.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE ACCEPTED FOR THIS EXAMINATION. VOELs PREVIOUSLY SUBMITTED FOR OTHER EXAMINATIONS WILL ALSO NOT BE CONSIDERED. THE EDUCATION AND EXPERIENCE LISTED ON YOUR APPLICATION IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION OR RESCISSION OF APPOINTMENT.

Candidates must provide sufficient detail in order to determine level and complexity of duties. All information is subject to verification. We may reject an application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

In order to receive credit for the required degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.

Accreditation Information

*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of three (3) parts:

PART I:

A Training and Experience evaluation of the Desired Qualifications weighted at 20%. Candidates that meet the Selection Requirements will be sent a Training and Experience questionnaire via email. Candidates are responsible for providing a valid email address.

PART II:

A Structured Interview to evaluate technical knowledge and skills; interpersonal and verbal communication skills; analytical and problem solving skills; work habits and productivity; leadership weighted 65%.

PART III:

An Appraisal of Promotability (AP) to evaluate knowledge and skills; interpersonal and verbal/written communication skills; analytical and problem solving skills; work habits and

productivity weighted 15%.

Candidates must achieve a passing score of 70% or higher on each part of the examination in order to be placed on the eligible list.

Vacancy Information

The eligible list resulting from this examination will be used to fill vacancies for the Chief Information Office.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible list for a period of twelve (12) months from the date the list is created.

Job Opportunity
Information

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name on the employment application.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

County of Los Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN
INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and

Housing Act.

Application and Filing Information

The County will make reasonable accommodations.

APPLICATIONS MUST BE FILED ONLINE ONLY.
APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN
PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the list. We must receive your application and additional documents if any by 5:00 pm, PST, on the last day of filing. Note: If you are unable to attach required documents, you may fax them to (213) 380-3681 .

The acceptance of your application depends on whether you have clearly shown that you meet the **SELECTION REQUIREMENTS**. Fill out the application completely and correctly to receive full credit for any related education, training, and job experience you include. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned.

If your application is incomplete, it may be rejected at any stage of the selection process. All information and records are subject to verification.

NOTE: If credit is given for course work, transcripts must indicate completion of required course work. If degree, copy of degree/diploma.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed in computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

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